

ST. DAVID'S HIGH SCHOOL

CHARGING AND REMISSIONS POLICY

**Reviewed by Governors
September 2021**



CHARGING and REMISSIONS POLICY

This document sets out the Governing Body's policy on charging and remissions in accordance with sections 402 and 450-462 of the 1996 Education Reform Act.

Trips, visits and educational courses enhance the education of pupils in a variety of ways, but few can be organised without additional finance. This will, if possible, be met by the school, or donations from the "Friends of St. David's Association" or other bodies, but inevitably parents will from time to time be asked to contribute towards the costs involved. It is the Governors' policy that this should be done in a fair and equitable way and in accordance with the following principles.

CHARGING:

No charge will be made for: -

- Pupils' education during school hours.
- Books, materials, instruments, equipment where they are required for education during school hours.

Voluntary Contributions:

- May be requested for visits, activities or residential courses in or out of school hours.
- No child will be excluded on the grounds that a contribution has not been made, but activities may be organised on the condition that sufficient contributions are made.

Activity Charges Can Be Made For:

- Board and lodging costs on all residential courses, except where pupils are entitled to statutory remission.
- A charge for ingredients/components where parents have agreed in advance that they wish to own the finished article or product.
- Activities outside school hours which are not a part of a public examination syllabus, a requirement of the National Curriculum or Religious Education.
- Charges will be based on the cost of the visit or activity divided by the number of children taking part.
- Costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum.
- Where school property or equipment is lost or damaged as a consequence of pupils' behaviour, payment from parents will be requested.

Public Examinations:

Pupils preparation for all prescribed examinations will be free of charge unless the parents are informed of the inadvisability of entry and the reason well in advance. This will be a professional recommendation based on educational grounds.

Charges may be made in the following circumstances: -

- When a pupil wishes to retake a subject and has not received tuition since the previous examination (or when such an entry is not recommended or supported on educational grounds by the school).
- When a pupil wishes to take the same subject with more than one examining board. The second fee is chargeable to the parent.
- When entry is made for a pupil (with parental agreement) for a public examination which: -
 - is not prescribed, and
 - is prepared for outside school.
- Where a pupil is prepared and entered for a public examination and fails to complete the requirements, the cost of entry should be recovered.
- When a pupil fails to attend an examination without notifying the school.

REMISSIONS:

Pupils who are entitled to remission are those whose parents are in receipt of income support, family credit, an income-based Jobseeker's allowance (payable under the Jobseeker's Act 1995) or disability working allowance. Eligibility to remission if the parent is in receipt of any of the above for any part of the trip.

Those journeys/visits which would qualify for full remission of board and lodging charges are those which: -

- Take place in school hours as defined.
- Are part of the provisions of the National Curriculum or part of the duty to provide Religious Education.
- Provide delivery of part of the syllabus of a prescribed public examination.

Discretionary remissions will be considered for individual pupils entitled to statutory remissions who are invited to represent their school or the LEA on foreign exchanges or take part in special field courses or expeditions.

Funds made available will be finite and based on an average of one journey per year for those qualified.

Breakages and Damage

Where a pupil's behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident should be dealt with on its own merit and at the school's discretion.

Debt Recovery

The school will ensure that the procedure used for debt recovery will be proportionate, consistent and transparent and dealt with in-line with Flintshire County Council's Corporate Debt Recovery Policy.